

**DOE Quality Council**  
**Conference Call Minutes**  
**September 18, 2008**

**Attendees:**

<b>Name</b>	<b>Org.</b>	<b>On Call</b>
<b>Members</b>		
Colette Broussard	HS-20	√
Gary Staffo	EE	√
Kriss Grisham	EM	√
Mark J. Matarrese	FE	
Sonya Barnette	HS-1.2	√
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	√
Joy Mroz	LM	√
Laurie Morman	MA	
Sam Johnson	NA	√
John Ordaz	NA	
Thanhtan Van Ober	NA	√
Carl Sykes	NE	
Michael Ulshafer	RW	
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	√
Pat Carier	ORP	
Al Hawkins	RL	√
William Rowland	SRO	
<b>Interested Parties</b>		
Jeff Shoulta	KCSO	
Bud Danielson	CTA	
Don Nichols	NA	
Craig Hansen	NA	
Anton Tran	NA	
Ed Schmidt	NA	
Eric Rozek	DNFSB Rep.	
Andy Lawrence	HS-20	√
Andy Wallo	HS-20	

Subir Sen	HS-23	
Mary Haughey	HS-23	√
Lisa Treichel	HS-23	√
Tom Williams	HS-32	
Rick Du Bose	FE	
Bruce White	IM	√
Debra Sparkman	CTA	
Rosalie Brown	SC	
Sam Vega	ORP	√
Chuck Lewis	HS-31	√
George Detsis	HS-31	√

### Status of Charter:

1. The Council reviewed the draft charter and the areas requiring additional revisions are noted in the attached version (draft 2) of the charter. Comments included:

- General Comment: Language should be in present tense.

**Action Item:** Al Hawkins will submit to Colette Broussard suggested areas for tense changes.

- Membership: Add sentence to specify the length of time members will be part of the Council.
- Council Operations: Revise OPI language.

**Action Item:** Colette Broussard, Bob Blyth and Andy Lawrence will revise.

- Annual Reporting: Revise language on the development of the annual report.
- Interfaces: Review list of organizations that the Council will interact with and provide a point of contact (POC) for each organization.

**Action Item:** Council members should review the list of organizations; determine if additional organizations should be added, and submit a request to Colette Broussard if you want to be the POC or an alternate for an organization.

Note: The POC needs to be a member of the Council. At the next conference call, the list of POCs and alternates will be discussed.

- Attachment 2: Revise organization code for Caroline Polanish from BSO to BHSO and include the interested parties.

- Attachment 3: The current template does not allow for dissensions or disagreements with the proposed task to be captured. Revise the template to include a section for differing opinions.

**Action Item:** Colette Broussard, Bob Blyth, and Anita Leivo will revise.

2. The charter, once finalized, will be issued by HS-1. The memorandum should be sent to the Deputy Secretary with copies to the Under Secretaries, all Departmental Elements, and Council members.

**Action Item:** Colette Broussard will draft the memorandum for HS-1 to issue the charter.

### **Contacting the Council**

There needs to be a mechanism for individuals to contact the Council to submit an item/issue for the Council to address. One suggestion was to add a form to the Council website.

### **DOE Order 414 Update**

During the process of revising the Order, a formal crosswalk of 4 directives (414, 226, 411, and 450) being revised was to be performed. It was decided that 411 could be ignored for the crosswalk effort. The review (crosswalk) was to consist of identifying if any inconsistencies, duplication or overlaps existed between the Directives. The Crosswalks between 414 and 450 and 414 and 226 were developed by the 414 team and both the 450 and 226 teams developed their own crosswalks. The 414 team met with the ISM team and determined that no inconsistencies or duplication existed, but some overlaps did exist. The overlap needs to be addresses to reduce duplication in the field.

The next task is to develop “meshing” language to allow for each Directive (ISM and QA) to reference to the other one, creating an integrated management system effect.

The ISM Manual has a different amount of detail than 414; simply because it is a manual. The ISM team is in the process of writing an Order from the ISM manual language so it can be comparable to 414 in terms of structure and language. This will provide a venue to “mesh” 414 and 450 at the same level.

Once this language has been developed and included into 414, and the 226 crosswalk is performed and evaluated for its integration with 414, 414.1X will be revised to reflect the “integration” effort. That new draft will then be released for comment. It is expected that 414 will be ready for review by October.

### **DOE O 226 Update**

DOE O 226 is easier to address because this order builds from the requirements in 414. There is more detail in 226. The 414 team and the 226 team will meet soon (hopefully early October) to discuss the crosswalk from 414 to 226.

There is some talk that 226 may be folded into 414. If this happens, then the peer review schedule will be impacted.

During the development of these crosswalks, it was discovered that HS-60 had created a list of all the orders in which assessments are required. This list may be referred to in both 226 and 414. HS-23 may attempt to review, update and maintain this list for future use. This may become a task for the Council.

**Action Item:** Mary Haughey will ask HS-60 if this list can be distributed to the Council.

**Action Item:** Colette Broussard will distribute the list to the Council once HS-60 approval has been obtained.

**Bios:** Many Council members have not submitted their bios yet. The following members have submitted bios:

Colette Broussard  
Al Hawkins  
Sam Johnson  
Gary Staffo  
Vijendra Kothari

Bob Blyth  
Thanhtan Van Ober  
Sonya Barnett  
Pat Carier

Please submit your bio to Colette as soon as possible.

### **Next Conference Call**

The Quality Council will hold regular conference calls on the third Thursday of each month.

The next Council conference call will be October 16, 2008 from 11:00 am – 12:30 pm. The items for the next call include:

- Issuance of Charter
- Interfaces and POCs
- Status of 414
- Develop working groups/tasks:
  - Review/update/maintain assessment list
  - Tracking of QA related corrective actions
  - Lessons Learned Program
  - Interface with Operating Experience
  - Integrating QA and ISM - Integrated Management System (IMS)
  - Application of NQA-1 Part 2